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Personnel

BASE DETAILS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 15 ABW/CCA (TSgt Kimala R. Riche)
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This instruction establishes procedures and responsibilities for assignment of base details. It applies to all wing and tenant units assigned to Hickam AFB.

SUMMARY OF REVISIONS

This revision updates the requirement to appoint, by letter, focal point for all detail matters within each respective group and tenant unit assigned to Hickam AFB. Taskings will be sent directly to group commanders and tenant unit commanders to distribute throughout their respective organizations. Revision removed references to Mr. Clean and Landscaping details.

1. DEFINITION. A base detail is a special task that is outside the purview of one office and is separate and distinct from an additional duty. They are required by Air Force directive, command policy, or 15 ABW/CC/CV direction.

2. GENERAL POLICY. Details will be prorated among all organizations on a fair share basis according to present for duty strength minus approved exemptions. Detail requests will not require special skills or training. See paragraph **4.3.1.** and attachment 2 for an example of how to request exemptions.

3. RESPONSIBILITIES.

3.1. The vice commander (15 ABW/CV) approves or disapproves:

3.1.1. All requests for permanent exemption(s) from base details. Exemption letters will be revaluated semi-annually.

3.1.2. All requests for temporary relief from a specific tasking.

3.1.3. All requests for detail support that cannot be handled by unit in-house resources alone.

- 3.1.4. Appointment of Base Detail Manager (BDM).
- 3.2. The 15th Air Base Wing command section staff (15 ABW/CCA) will:
 - 3.2.1. Act as the Base Detail Manager (BDM)
 - 3.2.2. Manage the overall administration of the program.
 - 3.2.3. Ensure the 15ABW Form 46, Base Detail Control Form, is properly accomplished by the requester. Inaccurate or incomplete forms will be returned.
 - 3.2.4. Ensure detail requests are validated through 15 ABW/CV.
 - 3.2.5. Task details approved by 15 ABW/CV. Tasking numbers will be sent to the Group and Tenant Unit representatives who will filter tasking down through their squadrons. Taskings supported by PACAF will be tasked through squadrons first sergeants within PACAF. Task units according to procedures established in this instruction.
- 3.3. The Military Personnel Flight (15 MSS/DPMD) will provide a desire list of base wide unit manning strength, by grade, to the BDM upon request.
- 3.4. Tasked Groups, Tenant Units and PACAF Squadrons will:
 - 3.4.1. Appoint by letter a focal point for all detail matters within their organizations with copy provided to the BDM.
 - 3.4.2. Ensure detail tasking is filled.
- 3.5. Detail requester will:
 - 3.5.1. Provide a completed 15 ABW Form 46, Base Detail Control Form, and grade of personnel required, specific instructions, material, equipment, transportation, and protective clothing needed to perform detail.
 - 3.5.2. Coordinate changes to approved details with tasked organizations and BDM.
 - 3.5.3. Release detailed personnel back to their unit if detail ends earlier than scheduled.
 - 3.5.4. Return completed 15 ABW Form 46 to the BDM at end of detail.
- 3.6. The Staff Judge Advocate (15 ABW/JA) will:
 - 3.6.1. Recommend officers to the convening authority for selection to serve on courts-martial and administrative discharge boards or evaluations.
 - 3.6.2. Prepare any special appointment letters or special orders, if required, once the tasked agency sends the name(s) of the person(nel) for the detail.
 - 3.6.3. Publish convening orders for summary and special courts-martial.
 - 3.6.4. Provide the BDM with the names of personnel who actually serve on courts-martial.

4. PROCEDURES.

- 4.1. Detail Requests.
 - 4.1.1. Detail requests will be submitted in writing using 15ABW Form 46 and will be signed by the unit Commander or Staff Agency Chief. The request will then be forwarded to the respective Group Commander. If it meets the definition of a base detail and should be tasked base wide, the

request will be forwarded to the BDM who will coordinate approval of the request through the 15ABW/CV.

4.1.2. Send detail requests to the BDM at least 20 workdays before the date of the detail. Short notice requests (less than 20 days notice) must be justified in writing, and will be hand carried through channels to the BDM. When an annual event (i.e., Community Appreciation Day, TAT-TOO, Tops in Blue, etc.) dates are known, a detail request must be submitted to the BDM at least 30 days prior to the start date of the detail.

4.1.3. Under emergency situations, details may be requested by telephone. These requests will be validated with, as a minimum, the 15 ABW/CV before being tasked.

4.1.4. Disapproved requests will be returned to the originator.

4.2. Detail Tasking.

4.2.1. Approved base details will be tasked by the BDM equitably on a fair share basis. The BDM will use a detail-tasking matrix to allocate details based on the number of personnel available for details (number of personnel assigned less approved exemptions).

4.2.2. The BDM will provide tasked units with a copy of the detail-tasking matrix.

4.2.3. The BDM will provide tasked units with the detail POC, contact phone number, dates, times, location, uniform, and specific requirements, etc.

4.3. Exemptions.

4.3.1. Authorized exemptions include:

4.3.1.1. Honor Guard members.

4.3.1.2. Security Forces.

4.3.1.3. Professional Military Education (PME) Staff.

4.3.1.4. Units being augmented due to an increase in mission.

4.3.1.5. Security and Services personnel assigned to Bellows AFS.

4.3.1.6. 324th IS personnel.

4.3.2. Other exemptions approved by the 15 ABW/CV.

4.3.2.1. Exemption requests will be in writing using the format in attachment 2, and will be accompanied by supporting documentation.

4.3.2.2. Exemption request submitted due to exemption by Air Force or major command instruction must provide a copy of the applicable AFI highlighting applicable paragraph.

4.3.2.3. Request for exemptions due to increased Temporary Duty (TDY)/deployment rates must be accompanied by supporting documentation charting TDY/deployment history listing rank, name and duration of TDY/deployment of personnel assigned. Units will receive credit for rates that are significant (1/3 of personnel assigned in specific rank) and sustained during a 6 month period.

4.3.2.4. Exemption request for READY tasked personnel must be accompanied by supporting documentation charting READY tasking history listing rank, name and duration of tasked per-

sonnel. Units will receive credit for rates that are significant (1/3 of personnel assigned in specific rank) and sustained during a 6 month period.

5. **RECORDS.** Dispose of records IAW AFMAN 37-139.
6. **PRESCRIBED FORMS.** 15 ABW Form 46, Base Detail Control Form.

ALBERT F. RIGGLE, Colonel, USAF
Commander, 15th Air Base Wing

Attachment 1

SAMPLE OF DETAIL EXEMPTION REQUEST

MEMORANDUM FOR 15 ABW CCC

15 ABW/CV

15 ABW/CCA (Base Detail Manager)

IN TURN

FROM: (Unit Commander Office Symbol)

SUBJECT: Detail Exemption Request

1. Request the following exemptions for base details:

a. In accordance with AFI XX-xxxx, paragraph _____ (cy AFI attached), AFSC: _____
Title: _____ are exempt from base details. My unit assigned manning in this specialty/duty position is indicated below:

or

b. TDY/deployment rates/READY taskings for _____ are significant and seriously impact our ability to fulfill detail taskings. Request a manpower adjustment based on our TDY/deployment history for the past 180 days as indicated below.

Total # of man-days airmen were TDY/deployed/READY tasked during the past 180 days
_____.

Name/Grade Duration of TDY

or

c. The following personnel are members of the PME staff/base Honor Guard and should be exempted from base details.

Name/Grade Unit

REQUESTING OFFICIAL SIGNATURE
Unit/CC